 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>INDEXES</p>
	<p><i>Subject</i></p> <p>Table of Contents</p>

00 INDEXES

01 Table of Contents	1/05
02 Alphabetical Index	1/05

100 INTRODUCTION

101 Design of This Guidance Manual	1/05
--	------

200 PROCUREMENT & SUPPLY BRANCH

201 Procuring & Requesting Office, Engineering, & Laboratory Supplies & Forms	1/05
202 Requesting Office, Engineering, Laboratory, & Photographic Equipment	1/05
203 Maintaining Inventory of Office, Engineering, Laboratory, & Photographic Equipment	1/05
204 Repairing Office, Engineering, Laboratory, & Photographic Equipment	1/05
205 Requesting Copy Equipment	1/05

300 GRAPHICS & REPRODUCTION BRANCH

301 Available Services	1/05
302 Printing	1/05
303 Business Cards	1/05

400 ADMINISTRATIVE SERVICES BRANCH

401 Inventory of Cabinet-Owned Lots & Buildings	1/05
402 Insurance	1/05
403 Leasing Real Property	1/05


500 DESIGN & CONTRACTS BRANCH

501 Design of Buildings	1/05
502 Construction of Buildings	1/05
503 Contract Administration	1/05
504 Obtaining Permits	1/05
505 Operation of Treatment Facilities	1/05
506 Monitoring of Treatment Facilities & Reporting Data	1/05
507 Construction or Renovation of Treatment Facilities	1/05
508 Site Evaluation	1/05

600 PROPERTY MAINTENANCE BRANCH

601 Real Property	1/05
602 Maintenance of Real Property	1/05
603 Classification of Repair/Maintenance Charges	1/05
604 Fire Extinguishers	1/05

9900 EXHIBITS

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>INDEXES</p> <hr/> <p><i>Subject</i></p> <p>Alphabetical Index</p>
--	--

A

Addition, Building.....501, 602
 Administrative Services Branch 401-403

B

Building Addition or Renovation.....501, 602
 Building Construction Program502
 Building, Reconstruction of502
 Business Cards303

C

Cabinet-Owned Lots & Buildings401
 Capital-Improvement Items.....603
 Central Office Property601
 Construction, Inspecting503
 Construction or Reconstruction
 of Buildings.....502
 Construction or Renovation of Sewage
 & Water Treatment Facilities.....507
 Construction Projects, Letting.....507
 Construction, Supervising.....503
 Contract Administration503
 Contract for Construction or Renovation of
 Treatment Facilities.....507
 Contract for Repair/Maintenance.....603
 Contract Modification.....503
 Contract Modification for Construction or
 Renovation of Treatment Facilities....507
 Copy Equipment.....205

D

Damage by Any Cause..... 402
 Damage by Causes Other Than
 Fire or Wind 402
 Design and Contracts Branch 501-507
 Design Assignment List 501
 Design of Buildings..... 501
 District Facilities, Maintenance of..... 602
 District Janitorial Procedures 602
 District Property 601

E

Emergency Leases 403
 Emergency Maintenance 602
 Engineering Equipment 203
 Equipment
 Assigning 203
 Copy 205
 Engineering..... 203
 Laboratory..... 203
 Office 203
 Photographic..... 203
 Lost or Stolen..... 203
 Repairing 204
 Requesting..... 202, 205
 Transferring..... 203

F

Fire Extinguishers..... 604
 Forms 201

G

Graphics & Reproduction Branch302

H**I**

Inspection, Construction503
 Inspection, Treatment Facilities507
 Insurance402
 Insurance Claims, Investigating402
 Insurance Register402
 Inventory of Cabinet-Owned Lots
 & Buildings401
 Inventory of Office, Engineering, Laboratory,
 & Photographic Equipment203
 Inventory, Removing Items203
 Investigating Insurance Claims402

J

Janitorial Services602

K**L**

Laboratory Equipment203
 Laboratory Supplies & Forms201
 Lease
 Emergency403
 Extension403
 Renewal403
 Request403
 Leasing Real Property403
 Letting Construction Projects507
 Loadometer Stations601

M

Maintenance
 Agreements 204
 Central Office Locations 603
 Charges 602
 District Facilities 603
 Emergency 602
 Real Property 603
 Transportation Cabinet
 Office Building 602
 Treatment Facilities 507
 Maintenance Branch 601-604
 Monitoring of Treatment Facilities &
 Reporting Data 506

N

New Building Design, Building Addition,
 & Renovation Procedures 501

O

Office Equipment 203
 Office Supplies & Forms 201
 Outside Printing Services 302

P

Parking Lots, Care, Maintenance, &
 Control of 603
 Partial Payments 503
 Payment for Construction or Renovation
 of Treatment Facilities 507
 Permits 504
 Photographic Equipment 203
 Price Contracts for Repair/Maintenance 603
 Printing Business Cards, Policy 303
 Printing Policy 301
 Printing Services 302
 Procurement and Supply Branch 201-203
 Proof of Loss 402
 Property
 Central Office 601
 District 601
 Leasing 403
 Property Evaluation 508
 Property Maintenance Branch 601-604

Q**R**

Real Property	601
Reconstruction of Buildings	502
Renovation of Buildings.....	501, 602
Repair/Maintenance Items.....	603
Rest Areas	601

S

Sewage Treatment Facilities	507
Site Evaluation	508
Start-up of Equipment before Occupancy	501
Supervising Construction.....	503
Supervision of Construction of Sewage & Water Treatment Facilities.....	507
Supplies, Procuring	201


T

Toll Facilities Buildings	601
Treatment Facilities	505-507

U**V****W**

Water Treatment Facilities.....	507
---------------------------------	-----

XYZ

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>INTRODUCTION</p> <hr/> <p><i>Subject</i></p> <p>Design of This Guidance Manual</p>
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ORGANIZATION & NUMBERING:

Chapter Title—The subject matter in the manual is divided into chapters. The title appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

Subject Title—The title of a subject appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

“PSS” Prefix—Preceding each subject number, this prefix stands for the manual title *Property and Supply Services*.

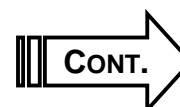
Date—The latest issuance date of a subject appears at the bottom of each page of the subject. This date agrees with the latest issuance date shown for the subject in the Table of Contents (**PSS-01**).

Page Numbering—Each subject has its own page numbering, which appears at the bottom of each page.

LOCATING INFORMATION:

Two indexes appear at the front of the manual, and one index appears at the back:

- Ø **Table of Contents (PSS-01)**—This index at the front lists the titles of the manual’s chapters and their subjects, as well as other information, in numerical order. It includes the latest issuance dates of all the subjects. As the manual matures, these dates change.
- Ø **Alphabetical Index (PSS-02)**—This index at the front alphabetically lists key information in the manual. Generally, it directs the user to subject titles and to margin, paragraph, and subparagraph headings within subjects.
- Ø **Table of Exhibits (PSS-9900)**—This index at the back lists the manual’s exhibits, including forms, worksheets, diagrams, etc., by number and title.



**CROSS-
REFERENCES
IN MANUAL:**

Subject Numbers within Narrative—A subject number within the narrative on a page directs the user to more information about the subject.

QUESTIONS:


Whom to Contact—For answers to questions about the contents of the manual, please contact:

Division of Property and Supply Services
Transportation Cabinet Office Building
W4-26-02
200 Mero Street
Frankfort, KY 40601
(502) 564-3880

For copies of the manual, please contact:

Policy Support Branch
Transportation Cabinet Office Building
W4-26-02
200 Mero Street
Frankfort, KY 40622
(502) 564-3670

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p>Chapter</p> <p>PROCUREMENT & SUPPLY BRANCH</p>
	<p>Subject</p> <p>Procuring & Requesting Office, Engineering, & Laboratory Supplies & Forms</p>

RESPONSIBILITY: The Procurement and Supply Branch is responsible for procuring, stocking, and issuing many of the Cabinet's office, engineering, and laboratory supplies and forms, as well as some special-purpose items. Approved emergency items not in stock at the time the branch receives the TC 76-601 form, *Requisition (Exhibit 01)*, are ordered by branch personnel, or authorization may be delegated to the originator of the requisition to purchase the items locally with a procard. The following policy and procedure govern the approval and filling of requests for all items on the requisition form.

**PROCURING
SUPPLIES:**

This branch obtains supplies at the lowest possible prices due to central volume purchasing. The branch normally stocks the following items (please refer to the branch's current supply catalog):

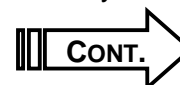
- Ø Copy paper
- Ø Printer paper
- Ø Envelopes
- Ø Flags—United States and Commonwealth of Kentucky

Supplies not listed in the catalog may be ordered on a separate requisition form.

**REQUESTING
OFFICE SUPPLIES
& FORMS:**

The procedure for requesting office supplies and forms is as follows:

1. The requesting office annually completes and/or updates the TC 76-608 form, *Delegation of Authority (Exhibit 02)*, and submits it to the Branch Manager of the Procurement and Supply Branch.
2. The requesting office completes and submits the TC 76-601 form to the Procurement and Supply Branch, listing the items in numerical sequence as they appear in the supply catalog. Agencies may submit requisitions via e-mail.



**REQUESTING
OFFICE SUPPLIES**


& FORMS (cont.): **Note:** Walk-through requisitions for supplies or forms may be hand-carried to this branch for special attention only in emergencies; however, a telephone call to the branch is required in advance.

3. Upon receipt of the completed requisition, this branch:

- a. Fills the order
- b. Updates the inventory record
- c. Indicates the quantity shipped
- d. Delivers the shipment if to a local agency

Note: Districts may pick up their supplies or forms or have them delivered via a Division of Equipment transport truck. Districts that choose to pick up supplies or forms are responsible for the safe delivery to their destinations. Supplies or forms are not to be transported in open vehicles unless necessary and are not to be released during inclement weather.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>PROCUREMENT & SUPPLY BRANCH</p>
	<p><i>Subject</i></p> <p>Requesting Office, Engineering, Laboratory, & Photographic Equipment</p>

**REQUESTING
EQUIPMENT:**

Equipment eligible for federal participation is to be inter-accounted/secondaried to the proper program. This information is to be entered on the TC 76-601 form, *Requisition (Exhibit 01)*.

A separate TC 76-601 form is to be submitted for any of the following:

- ☐ Office furniture
- ☐ Office equipment
- ☐ Engineering equipment
- ☐ Laboratory equipment
- ☐ Photographic equipment

Requests for furniture of different categories are to be submitted on separate TC 76-601 forms.

Requests for special-purpose equipment are to include:

- ☐ Complete specifications
- ☐ Preferred brand name
- ☐ Model number
- ☐ Recommended vendor name, address, telephone number, and, if possible, representative name

**PROCEDURE FOR
REQUESTING NEW
EQUIPMENT:**

The procedure for requesting new equipment is as follows:

4. The requesting office completes and submits to this branch the TC 76-608 form, *Delegation of Authority (Exhibit 02)*.
5. The requesting office completes and submits the TC 76-601 form and includes a letter of justification to the Director of the Division of Property and Supply Services. Agencies may submit requisitions via e-mail.




**PROCEDURE FOR
REQUESTING NEW
EQUIPMENT**

(cont.):

3. The director, or designee, reviews the requisition to determine whether it conforms to established policy and to decide whether funds are available.
4. Upon approval of the request, this branch prepares the purchase documents in accordance with established policy and submits them to the Division of Purchases.
5. Processing of all requisitions for items costing \$500 or more is contingent upon approval by the director, chief district engineer, or district administrative manager.
6. The branch assigns an inventory number to new equipment costing \$500 or more and completes the TC 76-603 form, *New Office, Engineering, and Laboratory Equipment Assignment* (**Exhibit 03**).

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>PROCUREMENT & SUPPLY BRANCH</p>
	<p><i>Subject</i></p> <p>Maintaining Inventory of Office, Engineering, Laboratory, & Photographic Equipment</p>

INVENTORY:

Central Office—Any office, engineering, laboratory, or photographic equipment appraised at or costing \$500 or more is assigned an inventory number. An item properly assigned to an employee becomes that employee's responsibility. If equipment is lost, stolen, or damaged due to employee carelessness, neglect, or intentional abuse, the employee may be held financially accountable. Each fiscal year, the Inventory Section of the Procurement and Supply Branch conducts a physical inventory of equipment in the Central Office and the district offices (the *General Administration Guidance Manual* discusses more specifically the Property Loss Control Committee Policy).

District Offices—All equipment in the district offices is assigned to the administrative managers. If the administrative manager's position is vacant, the equipment is assigned to the chief district engineer or a designated representative. However, this assignment applies only for as long as the administrative manager position is vacant.

Division of Toll Facilities—All equipment used in the operations of the Division of Toll Facilities parkways is assigned to the respective operations managers.

**ASSIGNING NEW
EQUIPMENT:**

At the time of purchase, an item is placed in the MARS Fixed Asset Inventory. After receipt of the item, it is electronically placed in the receiving agency's inventory for acceptance. The head of the receiving office is to approve this acceptance.

**TRANSFERRING
EQUIPMENT:**

To transfer an item from one organizational unit to another within the Cabinet, the Procurement and Supply Branch makes the changes in the MARS Fixed Asset Inventory. The receiving office accepts the transfer in the same manner as a new assignment.



**REMOVING
ITEMS FROM
INVENTORY:**

Districts and Toll Roads Only—Districts and toll roads are to follow this procedure for disposal of property with delegated authority:

1. Complete the TC 10-410 form, *State Owned Personal Property Declared Surplus (Exhibit 04)*.
2. Forward the form to the Commissioner of the Department of Administrative Services for approval.
3. Upon approval of the form, submit it to the Inventory Section to remove the approved items.


Central Office—Central Office is to continue to transfer surplus items to the Division of Property and Supply Services for disposal.

**REPORTING
LOST OR STOLEN
EQUIPMENT:**

The procedure for reporting lost or stolen equipment is as follows:

1. When equipment is presumed lost or stolen, the employee who was using the equipment notifies in writing the division director, district administrative manager, or the operations manager, explaining the complete details of the circumstances surrounding the loss.
2. If an investigation fails to locate the equipment, the division director, district administrative manager, or the operations manager forwards all documentation surrounding the loss to the Procurement and Supply Branch. If the equipment was stolen, a copy of the investigation report accompanies the memo requesting removal from inventory.
3. Upon receipt of documentation, the Procurement and Supply Branch forwards the TC 10-410 form, *State Owned Personal Property Declared Surplus (Exhibit 04)*, along with all documentation and reports, to the Commissioner of the Department of Administrative Services for approval to remove the equipment from inventory.
4. Upon approval, the Procurement and Supply Branch removes the equipment from the MARS Fixed Assets Inventory.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>PROCUREMENT & SUPPLY BRANCH</p> <hr/> <p><i>Subject</i></p> <p>Repairing Office, Engineering, Laboratory, & Photographic Equipment</p>
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**MAINTENANCE
AGREEMENTS:**

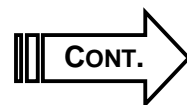
The Procurement and Supply Branch has the responsibility for the maintenance and repair of office, engineering, laboratory, and photographic equipment. The Director of the Division of Property and Supply Services establishes maintenance agreements for selected office machines when a company has adequate statewide service facilities and when the Cabinet has a sufficient number of machines to justify the expenditures for the agreement.

The director, or a designee, gives prior approval for the repair of all equipment not covered by an established maintenance agreement. Approval is based on the equipment's age and condition and the cost of repair. Slow or inefficient service by a vendor holding a maintenance agreement is to be brought to the director's attention.

**REPAIRING
CENTRAL OFFICE
EQUIPMENT:**

The procedure for repairing Central Office equipment is as follows:

1. A user notifies the Procurement and Supply Branch by telephone or memorandum of any equipment repair needed.
2. If the equipment is under a maintenance agreement, the branch provides the local agent's information so that the user can arrange for repairs.
3. If the equipment is not under a maintenance agreement, the branch issues an authorization number for repair on a per-call basis through a local vendor.



**REPAIRING
CENTRAL OFFICE
EQUIPMENT
(cont.):**

4. The branch does not provide an authorization number for a repair unless the operator furnishes the branch with a description of the repair requested, along with the equipment's:

- Ø State item number
- Ø Type
- Ø Brand
- Ø Vendor name

If the repair is extensive, the branch obtains an estimate of the cost and approves the repair before allowing the vendor to proceed with the repair.

5. Invoices for repair of all office, engineering, laboratory, and photographic equipment located in the Central Office are forwarded to the branch for payment. All repair invoices are to have authorization numbers assigned prior to the repair of the equipment and are to be signed by the operators of the equipment.

**REPAIRING
DISTRICT OFFICE
EQUIPMENT:**

The procedure for repairing district office equipment is as follows:

1. District user notifies the administrative manager when repairs are needed.
2. If the equipment is under a maintenance agreement, the administrative manager notifies the local authorized agent and arranges for repairs.
3. If the equipment is not under a maintenance agreement, this branch issues an authorization number for repair on a per-call basis through a local vendor.
4. The branch does not provide an authorization number for a repair unless the operator furnishes the branch with a description of the repair requested, along with the equipment's:

- Ø State item number
- Ø Type
- Ø Brand
- Ø Vendor name


If the repair is extensive, the branch obtains an estimate of the cost and approves the repair before allowing the vendor to proceed with the repair.



**REPAIRING
DISTRICT OFFICE
EQUIPMENT
(cont.):**

5. Invoices for repair of all office, engineering, laboratory, and photographic equipment located in the district offices are forwarded to the branch for payment. All repair invoices are to have authorization numbers assigned prior to the repair of the equipment and are to be signed by the operators of the equipment.
6. The authorization numbers are to appear on the vendor invoices and all payment documents.
7. Billing and inspection tickets for equipment under a maintenance agreement are sent to the branch.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>PROCUREMENT & SUPPLY BRANCH</p>
	<p><i>Subject</i></p> <p>Requesting Copy Equipment</p>

PROCEDURE FOR REQUESTING


COPY EQUIPMENT: The Director of the Division of Property and Supply Services is to receive all requests for copy equipment. Each request is to provide the following information:

- Ø Number and type of copies to be made
- Ø Special features required of the copy equipment
- Ø Justification or reason for the copy equipment
- Ø Other information pertinent to the request

The division has the responsibility and authority to:

- Ø Approve all requests for copy equipment
- Ø Review correspondence related to copy equipment
- Ø Write all contracts and/or agreements with suppliers of copy equipment
- Ø Coordinate the placement and location of copy equipment
- Ø Coordinate any additions or reductions in the total number of copy machines

2 2 2


 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>GRAPHICS & REPRODUCTION BRANCH</p>
	<p><i>Subject</i></p> <p>Available Services</p>

SERVICES: The Graphics and Reproduction Branch performs the following services:

- Ø Offset printing for one-, two-, and (full) four-color documents
- Ø High-volume copying for black-ink documents
- Ø Full-color copying
- Ø Graphic design and layout
- Ø Scanning, reducing, and enlarging
- Ø Folding, collating, stapling, and hole-drilling
- Ø ..Perfect, comb, spiral, and booklet binding
- Ø ..Mounting on foam board
- Ø ..Laminating
- Ø ..Engraving (nameplates and signs)
- Ø ..On-line job submission and proof review
- Ø ..Padding
- Ø ..Numbering
- Ø Shrink-wrapping

The Web site <http://transportation.ky.gov/propsupply/poster.pdf> shows printing options.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p>Chapter</p> <p>GRAPHICS & REPRODUCTION BRANCH</p>
	<p>Subject</p> <p>Printing</p>

**REQUESTS FOR
CABINET PRINTING
SERVICES:**

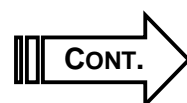
All requests for printing by Transportation Cabinet personnel are to be made on the TC 76-501 form, *Offset and Quick Copy Printing Request (Exhibit 05)*, or through the Digital StoreFront (accessible through the Cabinet's internal Web site at <http://dsfserver/dsf/>). All printing requests are for official use only.

The request is to explain clearly the services to be performed. An original, sample, or rough draft of the work to be performed is to accompany the request in either hard copy or electronic format. Any documents submitted for copying/printing "as is" are to be in final draft (all proofreading and editing completed). The branch's graphic artists design and edit documents in accordance with customers' specifications.

Note: The graphic artists can edit only the documents they have designed; they cannot edit documents designed by others and submitted for reproduction.

A copy of the printing request is attached to the completed job order. Completed job orders are to be picked up by the customer, with the exception of large orders (10 or more boxes) that can be delivered within the building at 200 Mero Street in Frankfort.

Note: All printing of Transportation Cabinet "TC Forms" requiring changes require prior approval from the Department of Administrative Services, Policy Support Branch (the *General Administration Guidance Manual* or the *KYTC Forms Directory* outlines the procedure).



**REQUESTS FOR
OUTSIDE PRINTING
SERVICES:**


Printing shall not be contracted out without prior approval from the Division of Property and Supply Services.

The division shall allow outside printing only if the division cannot satisfy the requirements requested and can pay for the work to be done.

The cost of any outside printing completed without prior approval shall be paid by the customer that contracted it.

Any public document shall include the name of the office that prepared it. In addition, any document distributed without charge shall indicate that the cost of printing was paid with state funds (KRS 57.375).

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>GRAPHICS & REPRODUCTION BRANCH</p>
	<p><i>Subject</i></p> <p>Business Cards</p>

**POLICY FOR
PRINTING**


BUSINESS CARDS: Business cards are printed only for personnel having frequent contact with the general public.

All requests require the approval of the employee's office, department, or division head.

The employee's official job title (as it appears on the employee's P-1) is to be printed directly under the employee's name.

Requests are to be either completed on the TC 76-501 form, *Offset and Quick Copy Printing Request (Exhibit 05)*, or made through the Digital StoreFront, accessible through the Cabinet's internal Web site (<http://dsfserver/dsf/>).

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<i>Chapter</i> ADMINISTRATIVE SERVICES BRANCH
	<i>Subject</i> Inventory of Cabinet-Owned Lots & Buildings

RESPONSIBILITY: The Administrative Services Branch is responsible for the systematic review and update of the inventory of all Transportation Cabinet-owned lots and buildings.

The inventory shows the locations, functions, and physical descriptions of all the Cabinet-owned lots and buildings.

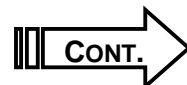
**INVENTORY OF
CABINET-OWNED
LOTS &
BUILDINGS:**

When the budget for the acquisition of properties needed by the Cabinet for purposes other than right of way (maintenance sites, equipment sites, traffic sites, additions to sites, etc.) has been approved, the Administrative Services Branch prepares a list of such projects for the establishment of a project number and the initiation of files for each project.

The Division of Right of Way and Utilities is responsible for the acquisitions of properties for the approved projects. After making an acquisition, the division places in a permanent property file all pertinent information describing the newly acquired property and then submits the file to the Division of Property and Supply Services, Administrative Services Branch. Information in the file includes:

- Ø Title report
- Ø Appraisal
- Ø Plat
- Ø Legal description of acquired property
- Ø Copy of the recorded deed
- Ø Percolation test, if necessary

The Administrative Services Branch then submits the plat, legal description, and any other pertinent information to the Design and Construction Section to assist in the design and construction of the approved budgeted project.



**INVENTORY OF
CABINET-OWNED
LOTS &**


BUILDINGS (cont.): After completion of a project, the Administrative Services Branch stores all pertinent information onto the Kentucky Property Inventory List (KPIL) inventory program.

Photographs of all sides of the project are to be taken and placed in the project file.

All sections of the Division of Property and Supply Services and the district offices are to report to the Administrative Services Branch any changes to any lots or buildings owned by the Transportation Cabinet.

All changes to any Transportation Cabinet-owned lot or building are to comply with the specifications as outlined in this policy manual.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<i>Chapter</i> ADMINISTRATIVE SERVICES BRANCH
	<i>Subject</i> Insurance

**FIRE & TORNADO
INSURANCE:**

The Administrative Services Branch is responsible for acquiring mandatory insurance coverage on the following properties of the Transportation Cabinet under the Fire and Tornado Fund as required by the Kentucky Revised Statutes. These properties are appraised annually by the Department of Insurance for insurance purposes:

- Ø Resident engineers' offices
- Ø Administration buildings
- Ø State-owned buildings such as warehouses, district garages, and maintenance garages
- Ø Storage plants
- Ø State-owned buildings on right of way
- Ø Radio towers, tower buildings, and equipment in the tower buildings and with the towers

**OTHER
INSURANCE:**

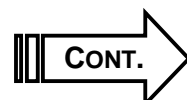
Moreover, the branch is responsible for acquiring other coverage as directed by the Secretary, as well as coordinating any activity necessary to restore damaged property to usable condition as soon as possible.

The branch budgets for insurance premiums on all Transportation Cabinet-owned buildings.

**INSURANCE
REGISTER:**

The branch maintains an insurance register on coverage carried by the Cabinet. The register includes such pertinent information as:

- Ø Names of company and agency
- Ø Policy number
- Ø Term of policy
- Ø Premium
- Ø Description of coverage



**REPORTING
DAMAGE BY
ANY CAUSE:**

In cases where any cause damages insured property belonging to the Cabinet, the chief district engineer, division director, or the person in charge of the damaged property:

1. Takes the necessary steps to protect lives and property
2. Notifies the Director of the Division of Property and Supply Services

**REPORTING
DAMAGE BY
FIRE OR WIND:**

Upon receipt of the report of property damage from the division or district, the Administrative Services Branch prepares the *Insurance Notice of Loss (Exhibit 06)* and submits it to the Department of Insurance if the damage was caused by fire or wind.

Note: The Administrative Services Branch is to notify the Department of Insurance immediately by telephone if there is reason to suspect arson or if the loss exceeds \$1,000.

**INVESTIGATING
CLAIMS:**

Upon receipt of the *Insurance Notice of Loss*, the Department of Insurance investigates the claim. Any negotiations regarding the settlement of the claim are handled between that agency and the Division of Property and Supply Services, Administrative Services Branch.

**DISTRIBUTING
PROOF OF LOSS:**

After the investigation is complete, the Department of Insurance prepares six copies of the approved proof of loss (photographs, reports, etc.) to be distributed as follows:


- Ø All copies are submitted for approval to the Administrative Services Branch, which, in turn, forwards the approved copies to the Finance and Administration Cabinet.
- Ø The Finance and Administration Cabinet processes all copies of the branch-approved documents and returns one copy to the Administrative Services Branch.

**DAMAGE BY
CAUSES OTHER
THAN FIRE OR
WIND:**

If damage was not caused by fire or wind, the Administrative Services Branch determines whether damages are to be collected from the party responsible for the loss. If so, the branch forwards the file to the Office of Legal Services for collection or litigation.

Upon receipt of the cost-of-repair statement from the Office of Legal Services, the Administrative Services Branch withdraws the file from active status and holds it on inactive status for a period of one year, after which the file is to be closed.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>ADMINISTRATIVE SERVICES BRANCH</p>
	<p><i>Subject</i></p> <p>Leasing Real Property</p>

COORDINATING

LEASE REQUESTS: When a need to lease real property exists, the prospective lessee submits a request, in writing, to the Division of Property and Supply Services.

The Division of Property and Supply Services is responsible for coordinating lease requests with the Finance and Administration Cabinet, which has legal responsibility for leasing all real property that state agencies need.

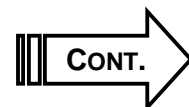
With assistance from the prospective lessee, the Division of Property and Supply Services periodically reviews the property-leasing needs for the Transportation Cabinet and recommends to the Finance and Administration Cabinet that new leases be initiated or that existing leases be renewed or terminated.

The Secretary of the Finance and Administration Cabinet has the final authority for the approval of all Transportation Cabinet leases for real property.

**LEASING REAL
PROPERTY FOR
CABINET USE:**

The procedure for leasing real property is as follows:

1. The prospective lessee completes the PR-4 form, *Space Request (Exhibit 07)*, and submits it, along with a cover memo citing the justification for and the intended use of the proposed lease property, to the Director of the Division of Property and Supply Services, at least 120 calendar days before the space is required.



**LEASING REAL
PROPERTY FOR
CABINET USE
(cont.):**

2. The Administrative Services Branch reviews the request and, upon approval, submits a recommendation, along with the *Space Request* form, to the Commissioner of the Department of Administrative Services and to the Secretary of the Transportation Cabinet.
3. Upon approval by the Commissioner and the Secretary, the Administrative Services Branch then submits the *Space Request* form to the Finance and Administration Cabinet, which reviews the request to determine whether state-owned space may already be available.
4. If suitable space is not available in a state-owned or -occupied building, the Finance and Administration Cabinet places an advertisement in a newspaper having general circulation in the county where the space is sought, soliciting sealed written proposals for the negotiations of a lease of space meeting the requirements of the Transportation Cabinet.
5. After opening all proposals, the Finance and Administration Cabinet notifies each person who submitted a proposal that the property is to be inspected for suitability and conformity to the advertised specifications. The owner is responsible for providing access to the property at an appointed time during normal business hours.
6. The inspection team includes representatives from both the Finance and Administration Cabinet and the Transportation Cabinet. The team inspects each property and submits a report to the Finance and Administration Cabinet. Together, the Finance and Administration Cabinet and the Transportation Cabinet determine which proposal is in the best interest of the Commonwealth.
7. When making the determination, the Cabinet considers factors including, but not limited to:
 - Ø Property location and public accessibility
 - Ø Condition and state of repair
 - Ø Conformity with the requirements of occupational health and safety regulations
 - Ø Regulations of the state fire marshal
 - Ø Health and sanitation regulations
 - Ø Americans with Disabilities Act requirements
 - Ø Proposed rental rates
 - Ø Conformity to the advertised requirements

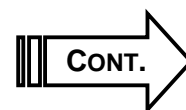


**LEASING REAL
PROPERTY FOR
CABINET USE
(cont.):**

8. At its discretion the Finance and Administration Cabinet awards the lease of space to the person whose proposal most closely conforms to the requirements of the advertisements and meets applicable fire, health, safety, and sanitation code requirements and the Transportation Cabinet's needs. The Finance Cabinet notifies, in writing, all persons submitting a lease proposal of its action of awarding the lease.
9. After selecting the lease property, the Finance and Administration Cabinet completes the B-217-5 form, *Lease Agreement (Exhibit 08)* and submits it to the Division of Property and Supply Services for the signature of the Commissioner of the Department of Administrative Services. The Commissioner then forwards the signed agreement to the Finance and Administration Cabinet for final processing.
10. Upon execution of the agreement, the Finance and Administration Cabinet submits one copy to the Division of Property and Supply Services.
11. Payment is the responsibility of the lessee using the space.

LEASE RENEWAL: The procedure for renewing a lease is as follows:

1. Each year the Administrative Services Branch requests that every lessee with a lease that expires June 30 of that year review the need for the lease and advise the Administrative Services Branch whether the space will be needed for the next fiscal year.
2. Upon receiving the branch's recommendations, the Finance and Administration Cabinet contacts the lessors of the properties that the Transportation Cabinet needs to renew. If the lessors are agreeable to entering into other lease agreements with the same terms and conditions as the existing agreements, the Finance and Administration Cabinet processes the agreements. As before, the payments for the leased properties remain the responsibility of the lessees using the properties.
3. If a lessor is not agreeable to entering into another lease agreement with the same terms and conditions as the existing agreement, the Finance and Administration Cabinet may advertise the property to be leased.



**LEASE RENEWAL
(cont.):**

4. The Administrative Services Branch submits a written request to the Finance and Administration Cabinet that a particular lease be canceled. Upon receiving this request, the Finance and Administration Cabinet issues a letter of cancellation to the lessor 30 days prior to the effective date of cancellation.
5. The Finance and Administration Cabinet prepares the B-217-6 form, *Lease Modification Agreement (Exhibit 09)*, and submits it to the Division of Property and Supply Services for the signature of the Commissioner of the Department of Administrative Services. The division then returns the modification to the Finance and Administration Cabinet for final processing.
6. Upon execution of the modification, the Finance and Administration Cabinet submits one copy of the modification to the Division of Property and Supply Services.

**LEASE
EXTENSION:**

The procedure for extending a lease is as follows:

1. When the Transportation Cabinet desires to extend an existing lease for another year, the Division of Property and Supply Services prepares an award of contract in the MARS program and forwards it to the Finance and Administration Cabinet for approval.
2. Upon its approval of the contract, the Finance and Administration Cabinet submits one copy to the Division of Property and Supply Services, which, in turn, submits a copy to the lessee.

**EMERGENCY
LEASES:**

A bona fide emergency requiring purchase of newspaper advertisements for leased space is deemed to exist only in cases where the Secretary of Transportation certifies in writing to the Secretary of Finance and Administration that one of the following conditions exists:

- Ø Cabinet-leased premises have been damaged or destroyed by fire, windstorm, or other cause.
- Ø The leased premises are found to be in violation of regulations of the Kentucky Occupational Safety and Health Commission, and such violations cannot be remedied within 30 days after the issuance of a citation to the lessor of the premises.




**EMERGENCY
LEASES (cont.):**

- Ø The leased premises are found to be unsafe or unfit for occupancy due to any conditions constituting a violation or infraction of fire or health laws and regulations and cannot be made safe within a reasonable time.
- Ø The necessity of leased premises arises from the enactment or adoption of federal legislation or regulations of state legislation, and the effective date mandates compliance before there is time for space to be acquired by advertisement.
- Ø The agency's functions will be impaired or have to be discontinued unless other quarters to house the agency's operations are immediately located and occupied by the agency.

Upon receipt of certification, the Finance and Administration Cabinet takes such action as appropriate to locate and negotiate for the lease of suitable replacement quarters. The lease by the Commonwealth of any real property under conditions deemed by the Secretary of the Transportation Cabinet to be of an emergency nature is to be undertaken only with the express written approval of the Governor.

After selecting the lease property, the Finance and Administration Cabinet submits the *Lease Agreement* form to the Division of Property and Supply Services. The division obtains the signature of the Commissioner of the Department of Administrative Services for approval and then returns the agreement to the Finance and Administration Cabinet for final processing.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>DESIGN & CONTRACTS BRANCH</p> <hr/> <p><i>Subject</i></p> <p>Design of Buildings</p>
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**DESIGN
ASSIGNMENT
LIST:**

At the beginning of each fiscal year, the Design and Contracts Branch prepares an annual schedule of projects. The branch aligns the list of projects in the order the Director of Property and Supply Services has approved. Moreover, any changes in the order of priority require the director's approval. Factors establishing priority are:

- Ø Determination of district needs
- Ø Facility assessment criteria
- Ø Placement of projects with respect to tolerable letting timetable
- Ø Construction of projects with regard to construction season

**NEW BUILDING DESIGN,
BUILDING ADDITION,
& RENOVATION
PROCEDURES:**

A study of State Highway Engineer requests evaluates some of the following:

- Ø Funding source availability
- Ø Requested size
- Ø Crew size and function
- Ø Existing facilities
- Ø Lot study to determine the following:
 - ◆ Location
 - ◆ Existing facilities, if any, on the lot
 - ◆ Location of necessary utilities, including electric, water, gas, and sewer
 - ◆ Accessibility to public roads, particularly to entrance location with respect to safety
 - ◆ Probable building site by requesting district to make a contour survey



**NEW BUILDING DESIGN,
BUILDING ADDITION,
& RENOVATION
PROCEDURES****(cont.):**

After it completes the evaluation, the Design and Contracts Branch:


1. Prepares a preliminary site plan locating all existing and proposed improvements
2. Prepares a floor plan to correspond to desired building layout
3. Completes plans with necessary details, mechanical and electrical sheets, and elevation
4. Submits plans and specifications for approval to the Department of Housing, Buildings, and Construction; Natural Resources and Environmental Protection Cabinet; and the Division of Water
5. Prepares cost estimate and verifies budgeted funds
6. Requests approval of a letting date

START-UP:

Upon completion of a project approved in the budget or authorized by the Secretary, the contractor or manufacturer's representative performs a start-up of all equipment prior to occupancy. Personnel from the district or division, along with personnel from the Design and Contracts Branch, view the start-up. At the time of the start-up, all pertinent drawings and information relating to the equipment are submitted to the Design and Contracts Branch representatives. Equipment includes, but is not limited to:

- Ø Rail hoist
- Ø Heating system
- Ø Cooling system
- Ø Sewage treatment

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>DESIGN & CONTRACTS BRANCH</p>
	<p><i>Subject</i></p> <p>Construction of Buildings</p>

**BUILDING
CONSTRUCTION
PROGRAM:**

The Design and Contracts Branch is responsible for preparing the annual capital construction budget for the Division of Property and Supply Services. The budget includes a priority listing of the building construction program of the Transportation Cabinet. The State Highway Engineer submits a priority listing of district needs to the Division of Property and Supply Services prior to the biennial budget deadline. If it does not receive information from the State Highway Engineer, the Division of Property and Supply Services includes its own recommendations for the coming year for the districts that do not report.

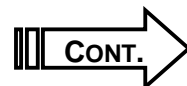
Approval of the capital construction budget constitutes approval of the projects necessary to carry out the program. Projects not included in the biennial budget are not initiated except as authorized by the Secretary.

Regarding the buildings, the Design and Contracts Branch:

- Ø Assigns building numbers
- Ø Designs and constructs rigid-frame metal buildings
- Ø Designs major buildings such as maintenance garages, storage sheds, and salt structures or additions thereto

Note: The division hires design consultants for major buildings such as district office buildings or buildings that require the seal of an architect.

- Ø Develops programmatic needs for major buildings
- Ø Provides contract administration for construction phase of project
- Ø Renders assistance, upon request, in supervising other matters relating to the construction of rest-area and toll-facilities buildings
- Ø Notifies the Property Section, Division of Property and Supply Services, upon completion of a project, furnishing all data necessary to update the property inventory



**BUILDING
CONSTRUCTION
PROGRAM: (cont.)**

- Ø Notifies the Insurance Section, Division of Property and Supply Services, upon completion of a project, furnishing necessary data to assure full coverage of the completed facility

**MAJOR
CONSTRUCTION OR
RECONSTRUCTION
OF BUILDINGS:**


Upon Cabinet approval of the major construction or reconstruction of buildings, the Design and Contracts Branch:

- Ø Holds a preconstruction meeting prior to commencement of construction
- Ø Holds monthly (or bimonthly) meetings to evaluate progress of construction compliance with the construction schedule
- Ø Makes daily or weekly visits to the job site to determine compliance with contract documents
- Ø Samples and tests reinforcing steel
- Ø Submits samples to the Division of Materials for testing
- Ø Approves monthly payment applications
- Ø Maintains a progress file containing plans, specifications, shop drawings, test results, and correspondence relating to the project
- Ø Initiates contract modifications
- Ø Conducts final inspection prior to final payment of contract

The Finance and Administration Cabinet:

- Ø Advertises and lets bids for construction
- Ø Administers the contract
- Ø Supervises construction (on large projects where architectural engineering services were obtained through the Finance and Administration Cabinet)
- Ø Initiates advice of change
- Ø Prepares monthly estimates, if contract allows partial payments

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 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>DESIGN & CONTRACTS BRANCH</p>
	<p><i>Subject</i></p> <p>Contract Administration</p>

**ADMINISTERING
A CONTRACT:**

As may be necessary to complete a project, the Design and Contracts Branch:

- Ø Issues instructions
- Ø Approves shop drawings
- Ø Checks insurance certificates
- Ø Determines compliance with prevailing wage requirements
- Ø Approves payments

**CONTRACT
MODIFICATION:**

The Design and Contracts Branch writes to the Finance and Administration Cabinet a letter requesting contract modification where changes in technical specifications are necessary.

Note: No highway district or Cabinet division is to authorize any construction or change; this is the responsibility of the Design and Contracts Branch.

**PARTIAL
PAYMENTS:**

The branch administers and approves partial payments if, upon award of contract, the contractor meets the following conditions:

- Ø Completes and submits the pay application to the Design and Contracts Branch, which forwards it to the Division of Accounts
- Ø Completes and has notarized the pay application and returns it to the Design and Contracts Branch prior to the release of final payment

Note: The Design and Contracts Branch must receive all required payroll forms, approvals, certifications, and closeout documents prior to the release of final payment.




INSPECTING

CONSTRUCTION: The Design and Contracts Branch inspects all phases of construction. Upon request, the district assists the branch in the inspection of construction and furnishes inspectors if necessary. After final inspection and acceptance of the completed building, the Director of the Division of Property and Supply Services gives written permission to the prospective occupants as to when the building may be occupied. No building is to be occupied or utilized by any district, division, department, or office until the facility has been inspected and approved by:

- Ø State fire marshal
- Ø Plumbing inspector
- Ø Electrical inspector
- Ø All local inspectors responsible for such inspections

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 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>DESIGN & CONTRACTS BRANCH</p>
	<p><i>Subject</i></p> <p>Obtaining Permits</p>

PERMITS:

Proposed facilities not connected to a municipal sewer system may require two different construction permits, in addition to an operating permit. Those facilities that cannot be connected to a municipal sewer system and will not discharge treated sewage to surface waters require a discharge construction permit, and those that will introduce treated sewage into the soil require a subsurface permit.

- Ø **Discharge Construction Permit:** When it is determined in the design stage that a facility will discharge treated sewage into surface waters, the branch is to complete the Natural Resources and Environmental Protection Cabinet's *Application for Permits* form in triplicate and transmit it to the Division of Water, along with plans and specifications, prior to finalization of the design phase of the project.
- Ø **Subsurface Construction Permit:** When it is determined in the design process that a facility will discharge treated sewage into the soil, the branch is to complete the Department of Housing, Building, and Construction *Single Submission* form in triplicate and transmit it, along with plans and specifications, to the Division of Plumbing, Department of Housing, Buildings, and Construction.
- Ø **Operating Permit:** After the branch has obtained a construction permit and the project has been completed, it may obtain an operating permit by informing the respective regulatory agency of the completion of the project and requesting an operating permit. The request is to be sent to the Division of Water, Natural Resources and Environmental Protection Cabinet.

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 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>DESIGN & CONTRACTS BRANCH</p> <hr/> <p><i>Subject</i></p> <p>Operation of Treatment Facilities</p>
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**BRANCH'S
DUTIES:**

The Design and Contracts Branch assists in the operation of the Cabinet's treatment facilities by:

- Ø Maintaining an inventory of all Cabinet-owned:
 - ◆ Sewage-treatment plants
 - ◆ Water-treatment plants
 - ◆ Air-pollution sources
- Ø Maintaining a list of personnel certified to operate the plants
- Ø Distributing to plant owners:
 - ◆ Laboratory reports
 - ◆ Monitoring reports
 - ◆ Permits
 - ◆ Instructional material pertaining to regulations and operating practices

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>DESIGN & CONTRACTS BRANCH</p>
	<p><i>Subject</i></p> <p>Monitoring of Treatment Facilities & Reporting Data</p>

**MONITORING
PROCEDURE:**

All of the Cabinet's treatment facilities are to be monitored as required by their operating permits. The Design and Contracts Branch:

1. Reviews the operating permits
2. Determines the parameters to be tested and the frequency of testing
3. Compiles the information
4. Obtains a contract with a private laboratory to perform the necessary work


**REPORTING
PROCEDURE:**

The Design and Contracts Branch is to compile monitoring data collected by state or private laboratories and report it to the permitting agencies. The branch is to file reports as required in the operation permit, on forms supplied by the regulatory agency. The branch is to file reports with the following:

- Ø Natural Resources and Environmental Protection Cabinet
- Ø Division of Water and its field office
- Ø Division of Water Quality

The Secretary of Transportation or authorized agent is to sign all reporting forms. If the work is performed under contract, the Design and Contracts Branch is to notify the Division of Accounts and submit the contractor's invoice to effect payment.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	Chapter DESIGN & CONTRACTS BRANCH
	Subject Construction or Renovation of Treatment Facilities

**LETTING
CONSTRUCTION
PROJECTS:**

When Cabinet approval has been granted for the construction or renovation of a treatment facility, the Design and Contracts Branch submits the TC 76-601 form, *Requisition (Exhibit 01)*, to the Division of Purchases. The Design and Contracts Branch then forwards the request, along with the plans, specifications, and necessary approval for the project, to the Finance and Administration Cabinet.

FUNDS:

Funds are to be encumbered and accounting records maintained by the Transportation Cabinet, Division of Accounts. The Finance and Administration Cabinet:

- Ø Advertises and lets bids for construction
- Ø Administers the contract

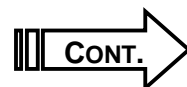
**ADMINISTERING
THE CONTRACT:**

As may be necessary to complete the project, the Design and Contracts Branch:

- Ø Issues instructions
- Ø Approves shop drawings
- Ø Checks insurance certificates
- Ø Determines compliance with prevailing wage requirements
- Ø Approves payment

**INSPECTION OF
CONSTRUCTION:**

The Design and Contracts Branch is responsible for inspecting all phases of construction. The district assists the branch in the inspection of construction and furnishes inspectors when the branch requests them.



CONTRACT

MODIFICATION: The Division of Purchases issues a contract modification when changes in technical specifications are necessary. The Division of Property and Supply Services is to initiate the modification and recommend for approval.

Note: The district or division is not to authorize any construction or changes that the Director of the Division of Property and Supply Services has not previously authorized.

FINAL


INSPECTION: The Division of Property and Supply Services makes a final inspection and determines whether the project is complete. If the project is accepted, the Director of the Division of Property and Supply Services gives written notice to the user that the facility is ready for use.

PAYMENT: Upon completion and acceptance of the project, the Design and Contracts Branch initiates payments to the contractor. Prior to final payment, the contractor is to complete the American Institute of Architect standard invoice, with signature notarized, and then return the invoice to the Division of Property and Supply Services.

MAINTENANCE: Major maintenance repairs to these facilities are the responsibility of the Division of Property and Supply Services, but minor repairs, cleaning, and preventive maintenance are the responsibility of rest-area crews, maintenance personnel, or district building maintenance technicians. Maintenance personnel may be called upon to clean and paint the buildings when the Division of Property and Supply Services deems it desirable and supplies the necessary materials.

All personnel performing maintenance of sewage-disposal systems must have a valid state certificate from the Department of Health Services, which is responsible for approving water facilities.

2 2 2


 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>DESIGN & CONTRACTS BRANCH</p>
	<p><i>Subject</i></p> <p>Site Evaluation</p>

**PROPERTY
EVALUATION:**

The Design and Contracts Branch evaluates all property proposed to be acquired for purposes other than right of way. The evaluation determines whether environmental criteria will limit or prevent utilization of the site. The branch evaluates the site when the Deputy State Highway Engineer for Construction and Operations approves the site recommended by the chief district engineer or division director. The Division of Right of Way and Utilities informs the Division of Property and Supply Services when property acquisitions are at the appropriate stage and furnishes a plat and description of location for the evaluation. The site evaluation is to include the following parameters:

- Ø Availability of municipal sewer and water services
- Ø Feasibility of utilizing an on-site subsoil percolation process, if municipal services are not available
- Ø Existence of environmental regulations, codes, and zoning that would limit or prevent use of the site

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 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>PROPERTY MAINTENANCE BRANCH</p>
	<p><i>Subject</i></p> <p>Real Property</p>

POLICY: The Property Maintenance Branch is responsible for keeping all real property owned by the Transportation Cabinet in good condition on a continuing basis. The branch also makes sure that materials stockpiled on lots owned or used by the Cabinet are kept as neat and orderly as possible within the functional operation of the unit.

**CENTRAL OFFICE
PROPERTY:** The Director of the Division of Property and Supply Services acts as the Cabinet's agent to ascertain that all Central Office properties are kept in good repair. The branch manager determines necessary property repairs and services. The Finance and Administration Cabinet is responsible for making the necessary repairs and maintaining the Transportation Cabinet Office Building.

**DISTRICT
PROPERTY:** The annual budget of the Property Maintenance Branch is to provide sufficient funds to purchase materials and supplies needed to repair the Transportation-owned buildings in the districts. Each district's budget is to provide funds for materials and supply costs incidental to minor maintenance and repair. The chief district engineer annually inspects all real property (except toll facilities buildings) located in his or her district and submits a report of the condition of each building to the Director of the Division of Property and Supply Services by January 1.

**TOLL FACILITIES
BUILDINGS:** The Property Maintenance Branch provides professional and technical maintenance assistance for toll facilities buildings. However, maintenance of toll facilities equipment and routine maintenance of toll facilities buildings are the responsibilities of the Division of Toll Facilities.


REST AREAS: Major specialized repairs of interstate, primary, and secondary rest areas are the responsibility of the Division of Maintenance. The Division of Property and Supply Services provides technical assistance, as required, to the districts. Rest areas (roadside parks) with *M.P.* (milepost) project prefixes are the sole responsibility of the district.



**LOADOMETER
STATIONS:**

The Division of Maintenance is responsible for maintaining the buildings and their permanent fixtures. The Division of Property and Supply Services is responsible for paying the necessary insurance premiums. The Justice and Public Safety Cabinet, Department of Motor Vehicle Enforcement, is responsible for the operations of these installations.

2 2 2

 <p>PROPERTY & SUPPLY SERVICES</p>	<p>Chapter</p> <p>PROPERTY MAINTENANCE BRANCH</p>
	<p>Subject</p> <p>Maintenance of Real Property</p>

**DISTRICT
FACILITIES:**

Property Maintenance Branch personnel, assisted by members of a district's regular crews whenever possible, perform all ordinary repairs and maintenance in the district. The branch purchases all repair/maintenance materials in accordance with the established procurement procedures outlined in the Cabinet's *Purchases Guidance Manual*. The branch makes available and administers price contracts for various materials and services for the districts. The district administrative manager supervises the maintenance technician personnel assigned to the district. All expenditures incurred and charged against the KB11 account shall have prior approval from the Director of the Division of Property and Supply Services, or designee. For repairs, district personnel makes requests through the maintenance computer program and send the requests to the branch manager of the Property Maintenance Branch.

Note: Multidistrict personnel shall be under the guidance and direct supervision of the Property Maintenance Branch.

**CENTRAL OFFICE
LOCATIONS:**

For Central Office locations, the Property Maintenance Branch maintains, renovates, refurbishes, and furnishes repairs as deemed necessary. The office or division head submits in writing the request for repair or maintenance (other than emergency) to the Property Maintenance Branch.

**TRANSPORTATION
CABINET OFFICE
BUILDING:**

In the Transportation Cabinet Office Building, the head of the office or division space needing repairs informs the Director of the Division of Property and Supply Services in writing of the needed repair. The director forwards to the Finance and Administration Cabinet the request with the proper drawings of work required, a memo, and the PR-4 form, *Space Request (Exhibit 07)*. Property and Supply Services personnel fill out this form and send it to the building maintenance manager, who reviews the request and then forwards it to the Finance and Administration Cabinet, Division of Facilities Management, which performs the work.



**PRICE CONTRACTS
FOR REPAIR/**

MAINTENANCE: Under the direction of the Commissioner of the Department of Administrative Services and the Secretary of Transportation, the Division of Property and Supply Services may obtain and administer price contracts for the maintenance /repair of facilities and equipment.

**DISTRICT
JANITORIAL
SERVICES:**

The Division of Property and Supply Services is responsible for technical assistance to the districts where district personnel perform janitorial services. The Division of Property and Supply Services reviews janitorial-service contracts prior to their being advertised for bid.

**EMERGENCY
MAINTENANCE:**

In case of emergency maintenance, the Director of the Division of Property and Supply Services is to be contacted as soon as the necessary steps have been taken to protect lives and property. Any emergency purchase of materials is to be in accordance with the procedures outlined in the Cabinet's *Purchases Guidance Manual*.

**MAJOR ADDITION
OR RENOVATION:**


An office, division, or district submits a written request to the Division of Property and Supply Services when it is necessary to construct any new structure or an addition to an existing building. If the director approves the request, the Division of Property and Supply Services prepares plans, specifications, estimates, etc.

**CARE, MAINTENANCE,
& CONTROL OF
PARKING LOTS:**

The care, maintenance, and control of Cabinet-owned parking lots in the districts are the responsibility of the Division of Property and Supply Services. Cabinet employees are responsible for:

- Ø Observing all rules and regulations regarding parking
- Ø Considering the safety of others while driving in or around parking areas
- Ø Taking care to guard against damaging other employees' vehicles

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 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>PROPERTY MAINTENANCE BRANCH</p>
	<p><i>Subject</i></p> <p>Classification of Repair/ Maintenance Charges</p>

**REPAIR/
MAINTENANCE
ITEMS:**

All costs incidental to the repairing, reconditioning, or replacing of any parts of buildings such as roofs, ceilings, doors, or foundations are considered ordinary repairs/maintenance and are charged to the KB11 account. All Transportation purchase requisitions initiated by districts for charges against the KB11 account are sent through the Division of Property and Supply Services for approval. Upon approval of charges, the Property Maintenance Branch forwards them to the Division of Purchases.


**CAPITAL-
IMPROVEMENT
ITEMS:**

Any major addition to, or betterment of, an existing building is considered a capital improvement and is charged to a capital project. Items costing less than \$500 are not considered capital improvements, regardless of their nature.

**COSTS FOR REPAIR/
MAINTENANCE, &
CAPITAL-IMPROVEMENT
ITEMS:**

Costs for repair/maintenance items or capital-improvement items shall be as accurate as possible so that proper historical records may be maintained.

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 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>PROPERTY MAINTENANCE BRANCH</p>
	<p><i>Subject</i></p> <p>Fire Extinguishers</p>

OVERVIEW: Fire extinguishers play an important role in the Transportation Cabinet's effort to protect state employees and property and to minimize loss. This effort requires communication and cooperation among several areas of the Cabinet, including the district offices, the Division of Property and Supply Services, and the Division of Safety and Health Services.

DISTRICT OFFICES: The district offices are responsible for:

- Ø Ensuring that each building owned or used by Cabinet personnel is equipped with the proper number and type of fire extinguishers as recommended by the National Fire Protection Association
- Ø Installing and maintaining the proper number of fire extinguishers in buildings and equipment under their control in compliance with the National Fire Code
- Ø Stocking an adequate number of spare or replacement extinguishers as needed
- Ø Returning fire extinguishers in need of repair or refilling to the Division of Property and Supply Services
- Ø Retrieving fire extinguishers when service is complete

CENTRAL OFFICE: The Property Maintenance Branch is responsible for installing, refilling, repairing, maintaining, and returning to users all fire extinguishers for Central Office properties, including mobile units owned by the Transportation Cabinet.

**DIVISION OF
SAFETY & HEALTH
SERVICES:**

The Division of Safety and Health Services is responsible for inspecting and testing all fire extinguishers owned by the Transportation Cabinet.

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 <p>PROPERTY & SUPPLY SERVICES</p>	<p><i>Chapter</i></p> <p>EXHIBITS</p>
	<p><i>Subject</i></p> <p>Table of Exhibits</p>

EXHIBIT NUMBER	FORM TITLE	FORM NUMBER
01	Requisition	TC 76-601
02	Delegation of Authority	TC 76-608
03	New Office, Engineering, and Laboratory Equipment Assignment	TC 76-603
04	State-Owned Personal Property Declared Surplus	TC 10-410
05	Offset and Quick Copy Printing Request	TC 76-501
06	Insurance Notice of Loss	(none)
07	Space Request	PR-4
08	Lease Agreement	B-217-5
09	Lease Modification Agreement	B-217-6